

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 1740

**TITLE:** CONTRACT SPECIALIST I

**GRADE:** S-20

**DEFINITION:**

Under general supervision, purchases a variety of goods and services; establishes and administers contracts County-wide; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

The Contract Specialist I is distinguishable from the Contract Specialist II class in that Contract Specialist II's are assigned more complex procurement actions and may act as a lead worker over Contract Specialist I positions. The Contract Specialist I's are distinguishable from the Buyer I in that the Contract Specialist I provide final authority for County-wide procurement actions.

**ILLUSTRATIVE DUTIES:**

*(The illustrative duties listed in this specification are representative of the class but are not an all inclusive list. A complete list of position duties and unique physical requirements can be found in the position job description.)*

Conducts and administers a variety moderately complex procurement activities and contracts;  
Monitors contractor performance and takes corrective action if required;  
Receives and reviews requests from agencies served for purchases of goods and services;  
Develops terms, conditions, and specifications for competitive solicitations for moderately complex formal procurement actions i.e., an invitation for bid (over \$50,000);  
Conducts pre-bid conferences to clarify the terms, conditions and specifications of the contract;  
Conducts opening of bids and determines responsiveness of replies;  
Coordinates evaluation of bids with agencies;  
Prepares contract award documents for final approval by the Contract Specialist Supervisor (Purchasing Supervisor);  
Researches the availability of state or County contracts that satisfy an agency's requirement;  
Prepares sole source and emergency purchase documentation and executes purchase;  
Prepares contract documents such as amendments and performance correspondence;  
Maintains complete documentation of all actions taken;  
Approves purchase orders and change orders up to \$50,000.  
Coordinates corrective action and protest documents with County Attorney's Office  
Serves as a consultant to field agencies regarding contract and procurement policies and procedures.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

*(The knowledge, skills and abilities listed in this specification are representative of the class but are not an all inclusive list.)*

Knowledge of the fundamentals of purchasing;  
Ability to use sound judgment in decision-making;  
Ability to establish and maintain effective working relationships with County technical representatives and County vendors;  
Ability to utilize an automated procurement processing system;  
Ability to collect and analyze data;  
Ability to prepare clear and concise reports;  
Ability to compose contract documents and other internal and external correspondence.

**EMPLOYMENT STANDARDS:**

Any combination of education, experience and training equivalent to:  
Graduation from an accredited four-year college or university with major course work in business administration, public administration or a related field.

**BRIDGE CLASS EMPLOYMENT STANDARDS**

Four years of increasingly complex technical administrative experience in the assigned functional area, comparable to experience at the Administrative Assistant IV, or higher, level.

This class can serve as a bridge class enabling individuals who do not meet the educational or professional experience standards listed above to qualify for this class by possessing four years of increasingly complex technical administrative experience in the assigned functional area, comparable to experience at the Administrative Assistant IV, or higher, level.

The purpose of this bridge class is to promote upward mobility within the Fairfax County workforce. However persons qualifying for this class on the basis of their technical experience may not substitute this technical experience for education, or for professional experience, in order to qualify for other employment opportunities.

**CERTIFICATES AND LICENSES REQUIRED:**

None.

**NECESSARY SPECIAL REQUIREMENTS:**

Certain positions with financial responsibility within this class may be subject to criminal history record checks and/or credit checks as a condition of hiring and periodically thereafter, as determined by the department head. An applicant or employee may be required to submit a request for a criminal history record check and/or credit check to the appropriate agency. Applicants and employees within these select positions must demonstrate financial responsibility in personal finances as a condition of employment.

ESTABLISHED:      October 9, 2009